



REQUEST FOR QUOTATION (RFQ) Goods and Services

	DATE: May 2, 2018
	REFERENCE: RFQ /UNDP/TT-SXM/007/2018

Dear Sir / Madam:

We kindly request you to submit your quotation for **SINT MAARTEN RECOVERING BACK BETTER(RBB) Community Structures Division 3 SUPPLY and INSTALLATION of NEW PLAYGROUND EQUIPMENT** as detailed in Annex 1 of this RFQ. When preparing your quotation, please be guided by the form attached hereto as Annex 2.

Quotations should be submitted via courier/hand deliver or electronically in accordance with Annex 1 on Thursday 10th May at 12:00p.m. Sint Maarten time to the address indicated below:

Courier/hand delivered: Quotations comprising of a Technical Bid and Price Schedule, together in a sealed envelope. It should be clearly labelled,

**United Nations Development Programme
Recovering Back Better (RBB) Project Office
Fouress Building, Suite 4A, Philipsburg, Sint Maarten
Subject: RFQ/UNDP/TT-SXM/007/2018 NEW PLAYGROUND EQUIPMENT
Name of Contractor: (please insert the name of the company)**

Electronically: Quotations comprising of a Technical Bid and Price Schedule
Email: procurement.tt@undp.org
Subject: RFQ/UNDP/TT-SXM/007/2018 NEW PLAYGROUND EQUIPMENT

Quotations submitted by email must be limited to a **maximum of 8MB**, virus-free and no more than 5 pdf email transmissions. They must be free from any form of virus or corrupted contents, or the quotations shall be rejected.

It shall remain your responsibility to ensure that your quotation will reach the address above on or before the deadline. Quotations that are received by UNDP after the deadline indicated above, for whatever reason, shall not be considered for evaluation. If you are submitting your quotation by email, kindly ensure that they are signed and in the .pdf format, and free from any virus or corrupted files.

Please take note of the following requirements and conditions pertaining to the supply and installation of **Division 3 SUPPLY and INSTALLATION of NEW PLAYGROUND EQUIPMENT**

Exact Address/es of Delivery Location/s Sint Maarten	NEW PLAYGROUND EQUIPMENT	
	Belvedere	
	Raoul Illidge Sports Center	
	Melford Hazel	
Latest Expected Delivery Date and Time (<i>if delivery time exceeds this, quote may be rejected by UNDP</i>)	<input checked="" type="checkbox"/> 22 nd June 2018	
Delivery Schedule	<input checked="" type="checkbox"/> Required. The approach to complete in the June 2018 deadline.	
Preferred Currency of Quotation	<input checked="" type="checkbox"/> Local Currency: ANG	
Value Added Tax on Price Quotation	<input checked="" type="checkbox"/> Must be inclusive of VAT and other applicable indirect taxes	
Deadline for the Submission of Quotation	12:00pm, <i>Thursday, May 10, 2018 and Sint Maarten Time</i>	
Public opening of offers received in response to the RFQ	Date and Time: Thursday 10th May 2018, at 1:30p.m Venue: United Nations Development Programme Recovering Back Better (RBB) Project Office Fouress Building, Suite 4A, Philipsburg, Sint Maarten	
All documentations, including catalogs, instructions and operating manuals, shall be in this language	<input checked="" type="checkbox"/> English	
Documents to be submitted to document the qualifications of offerors. IMPORTANT: Offerors shall note that minimum qualification requirements are specified under Table 2 page 16.	<input checked="" type="checkbox"/> Duly Accomplished Form as provided in Annex 2, and in accordance with the list of requirements in Annex 1; <input checked="" type="checkbox"/> Company Profile, which should not exceed Five (5) pages, include the overall management approach toward planning and implementing the contract. Include an organization chart for the management of the contract, if awarded. <input checked="" type="checkbox"/> Latest Business Registration Certificate; <input checked="" type="checkbox"/> Latest Internal Revenue Certificate / Tax Clearance; <input checked="" type="checkbox"/> Bank statement evidencing access to sufficient cash and/or credit lines to perform the required construction works in the quality expected and within the required timeframe	

☒ Written Self-Declaration of not being included in the UN Security Council 1267/1989 list, UN Procurement Division List or other UN Ineligibility List;

☒ List of minimum 3 (three) relevant projects of comparable value

The bidder will submit a list of relevant projects shall include their value, year of execution and contacts of clients (e-mail addresses) for reference checking purposes. If available, relevant references should also be submitted.

Description	Year of execution	Value of the contract	Client	Contract details for reference check (e-mail, phone)

☒ CVs of key personnel proposed for this assignment
Please use the format below:

Name:		
Role in Contract Implementation:		
Nationality:		
Contact information:		
Countries of Relevant Work Experience:		
Language Skills:		
Education and other Qualifications:		
Summary of Experience: <i>Highlight experience in the region and on similar projects.</i>		
Relevant Experience (From most recent):		
Period: From – To	Name of activity/ Project/ funding organisation, if applicable:	
<i>e.g. June 2010-January 2011</i>		
<i>Etc.</i>		
<i>Etc.</i>		
References (minimum of 3):	<i>Name Designation Organization Contact Information – Address; Phone; Email; etc.</i>	

	<p>Declaration:</p> <p>I confirm my intention to serve in the stated position and present availability to serve for the term of the proposed contract. I also understand that any wilful misstatement described above may lead to my disqualification, before or during my engagement.</p> <p>_____</p> <p>Signature of the Nominated Team Leader/Member</p>	<p>Date Signed</p>
	<p>UNDP reserves the right to conduct in-situ assessments and visits to supplier premises, earlier completed projects and/or projects under execution. After a delay of two weeks, UNDP might consider termination of the contract and payment will only be made for those materials and installation that have been satisfactorily delivered.</p>	
<p>Period of Validity of Quotes starting the Submission Date</p>	<p><input checked="" type="checkbox"/> 90 days</p> <p>In exceptional circumstances, UNDP may request the Vendor to extend the validity of the Quotation beyond what has been initially indicated in this RFQ. The Proposal shall then confirm the extension in writing, without any modification whatsoever on the Quotation.</p>	
<p>Partial Quotes</p>	<p><input checked="" type="checkbox"/> Not Permitted</p>	
<p>Payment Terms¹</p>	<p><input checked="" type="checkbox"/> Advance payment for a maximum of 20% of Total Contract Price</p> <p><input checked="" type="checkbox"/> Upon completion of milestones, certified by Supervisor</p>	
<p>Liquidated Damages</p>	<p><i>Not Required</i></p>	
<p>Evaluation Criteria</p>	<p><input checked="" type="checkbox"/> Technical responsiveness/Full compliance to requirements based on fail/pass criteria</p> <p><input checked="" type="checkbox"/> Lowest cost offered</p> <p><input checked="" type="checkbox"/> Adherence to minimum qualification criteria stated in the RFQ</p> <p><input checked="" type="checkbox"/> Full acceptance of the Contract General Terms and Conditions</p>	
<p>UNDP will award to:</p>	<p><input checked="" type="checkbox"/> One Supplier</p>	

¹ Advanced payment, is limited to a maximum 20% of the total price quoted. If the advanced payment that the Bidder will submit will exceed 20% of the Price Offer, or will exceed the amount of USD 30,000, the Bidder must submit an Advanced Payment Security in the same amount as the advanced payment.

Type of Contract to be Signed	<p>Model Contract for Civil Works</p> <p>Applicable Terms and Conditions are available at http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p>
Conditions for Release of Payment	<p><input checked="" type="checkbox"/> Certification and Inspection of works by the Construction Supervisor /Engineer</p> <p><input checked="" type="checkbox"/> Advance payment for a maximum of 20% of Total Contract Price</p> <p><input checked="" type="checkbox"/> Upon completion of 50% of the supply and installation- 30% payment</p> <p><input checked="" type="checkbox"/> Upon completion of 100% of the supply and installation -50% payment</p>
Annexes to this RFQ	<p><input checked="" type="checkbox"/> Specifications of the Services Required (Annex 1)</p> <p><input checked="" type="checkbox"/> Form for Submission of Quotation (Annex 2)</p> <p><input checked="" type="checkbox"/> General Terms and Conditions / Special Conditions.</p> <p>http://www.undp.org/content/undp/en/home/procurement/business/how-we-buy.html</p> <p>Non-acceptance of the terms of the General Terms and Conditions (GTC) shall be grounds for disqualification from this procurement process.</p>
Contact Person for Inquiries (Written inquiries only)	<p>Any related enquiry shall be received by Monday 7th May 2018 12:00pm via email and address to Vanessa Chiddick Procurement Associate procurement.tt@undp.org Subject of email: Clarification Division 3 SUPPLY and INSTALLATION of NEW PLAYGROUND EQUIPMENT</p> <p>Any delay in UNDP's response shall be not used as a reason for extending the deadline for submission, unless UNDP determines that such an extension is necessary and communicates a new deadline to the Proposers.</p>

Services offered shall be reviewed based on completeness and compliance of the quotation with the minimum specifications described in this RFQ and any other annexes providing details of UNDP requirements.

Any discrepancy between the unit price and the total price (obtained by multiplying the unit price and quantity) shall be re-computed by UNDP. The unit price shall prevail and the total price shall be

corrected. If the supplier does not accept the final price based on UNDP's re-computation and correction of errors, its quotation will be rejected.

At any time during the validity of the quotation, no price variation due to escalation, inflation, fluctuation in exchange rates, or any other market factors shall be accepted by UNDP after it has received the quotation. At the time of award of Contract or Purchase Order, UNDP reserves the right to vary (increase or decrease) the quantity of services and/or goods, by up to a maximum twenty five per cent (25%) of the total offer, without any change in the unit price or other terms and conditions.

Any Purchase Order that will be issued as a result of this RFQ shall be subject to the General Terms and Conditions attached hereto. The mere act of submission of a quotation implies that the vendor accepts without question the General Terms and Conditions of UNDP herein attached as Annex 3.

UNDP is not bound to accept any quotation, nor award a contract/Purchase Order, nor be responsible for any costs associated with a Supplier's preparation and submission of a quotation, regardless of the outcome or the manner of conducting the selection process.

Please be advised that UNDP's vendor protest procedure is intended to afford an opportunity to appeal for persons or firms not awarded a purchase order or contract in a competitive procurement process. **In the event that** you believe you have not been fairly treated, you can find detailed information about vendor protest procedures in the following link:

<http://www.undp.org/content/undp/en/home/operations/procurement/protestandsanctions/>

UNDP encourages every prospective Vendor to avoid and prevent conflicts of interest, by disclosing to UNDP if you, or any of your affiliates or personnel, were involved in the preparation of the requirements, design, specifications, cost estimates, and other information used in this RFQ.

UNDP implements a zero tolerance on fraud and other proscribed practices, and is committed to identifying and addressing all such acts and practices against UNDP, as well as third parties involved in UNDP activities. UNDP expects its suppliers to adhere to the UN Supplier Code of Conduct found in this link : http://www.un.org/depts/ptd/pdf/conduct_english.pdf

Thank you and we look forward to receiving your quotation.

Sincerely yours,



Beverly Charles
Operations Manager
May 2, 2018